



**SAN BRUNO PARKS & RECREATION COMMISSION
MINUTES**

March 18, 2009

Chair Davis called the regularly scheduled meeting of the San Bruno Parks and Recreation Commission to order at 6:32 p.m., Wednesday, March 18, 2009.

Commissioner Stanton led the Pledge of Allegiance.

PRESENT AT MEETING – Commissioners: Chair Davis, Greenberg, Lara, Marshall, Nigel, Vice-Chair Pierce, Stanton, and Zamattia. Excused: Bower. Staff: Schwartz, Brewer and Mattias.

MINUTES: **MSC Greenberg/Zamattia to approve the Minutes of the February 17, 2009 Meeting with corrections: Commissioner Stanton was excused from meeting and Nigel/Zamattia adjourned meeting. Passed unanimously.**

A. UNFINISHED BUSINESS:

Director Schwartz – handed out a revised version for the Project Status Spread Sheet. After much discussion regarding the process of keeping the spreadsheet updated, it was decided the Ad-Hoc Committees would meet with Director Schwartz to set the initial timelines and then explore ways to manage it.

B. COMMUNICATIONS: None

C. CITIZEN PARTICIPATION / DISCUSSION: None

D. STAFF REPORTS:

1. **Director Schwartz** asked Commissioners opinion on electronic processing for Agenda & Minutes. Consensus was to begin sending agendas and minutes to commissions via email, but also bring a few printed copies to the meetings.
2. **Manager Brewer** – Monthly Recreation Program Participation – Written report was acknowledged as received in agenda. **Commissioner Stanton** asked to have times noted on upcoming events.
3. **Parks & Facilities Manager Freitas** – Parks Division Spread Sheet – Written report was acknowledged as received in the agenda packet. **Commissioner Greenberg** wasn't sure how this spreadsheet was helping and asked if it could be set up like the Recreation Spreadsheet? **Director Schwartz** said since Capital Projects are different from on-going operations, he suggested a different format for the staff reports and will meet with Chair Davis to explore ideas.

E. COMMITTEE REPORTS:

1. **Chair Davis** asked to have Project Spreadsheet under Committee Reports in future.
2. **Commissioner Nigel** thanked the Commissioners for their support to the CAPRCBM scholarships. Four scholarships were given at the recent conference.
3. **Chair Davis** noted she received a request from **Community Preparedness Committee Member George Peponis** regarding a joint meeting amongst the citywide commissions and boards. **Director Schwartz** noted that it might be something that the Chair and Vice Chair would attend.
4. **Commissioner Marshall** asked if the Department had a Facebook page to advertise and get the word out about the activities. **Manager Brewer** noted that there is a Facebook page set up for both the San Bruno Park Pool and the Recreation Center. **Commissioner Davis** also asked if we had looked into Twitter.
5. **Chair Davis and Commissioner Greenberg** both noted that they attended the CPRS State Conference. They reported that some of the sessions were good but were disappointed in others they attended.

F. NEW BUSINESS:

1. **Chair Davis** told Commissioners that she would have a copy of the Council Presentation ready for review and would like everyone to e-mail her with suggestions/comments within the next week or so. Presentation is scheduled for May's Council meeting.
2. **Commission Goal Setting:** **Director Schwartz** facilitated a commission discussion related to establishing a Commission Mission Statement and Commission goals for the 2009-10 year. The Commissioners agreed upon a draft statement and identified key stakeholders in the community before tabling the item until the May Commission meeting.

G. COMMISSIONER'S REPORTS: None

- H. **ADJOURNMENT:** With no other business to be conducted, **Chair Davis** adjourned the meeting at 8:47pm.

Respectfully Submitted,

Jackie Mattias
Executive Assistant – Secretary to the Commission